

**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
LITTER PREVENTION AND RECYCLING GRANTS**

SINGLE LOCALITY PROGRAMS

**Application and Contract for a Virginia Litter Prevention and Recycling Grant Between
The Locality of _____**

and

The Virginia Department of Environmental Quality (DEQ)

Grant Period: July 1, 2008, through June 30, 2009
-- Due to DEQ by June 30, 2008 --

The Locality agrees to use these grant funds to perform the litter prevention and recycling activities listed below: (Note: for a locality to qualify, a minimum of two items must be marked.)

Yes	No		Yes	No	
___	___	Planning & Organization	___	___	"Adopt-A" Programs (List)
___	___	Recycling			_____
___	___	Youth Education			_____
___	___	Cleanups	___	___	Other (List) _____
___	___	Law Enforcement			_____
___	___	Public Communication			_____

I certify that the above information is correct and agree to the terms and conditions contained herein and in the Guidelines (DEQ-LPR-2) for this grant program.

Name of Organization: _____

Name of Authorized Official: _____
(Please print)

Title: Please Circle the correct title: ([County Administrator, City Manager, or Town Manager](#))

Signature: _____ Date: _____

Address: _____ FIN# _____

_____ FIPS# _____

Phone: _____ Email: _____

INFORMATION BELOW IS FOR DEPARTMENT OF ENVIRONMENTAL QUALITY USE ONLY

Signature of DEQ Official: _____ Date: _____

DEQ USE ONLY	TRANS	AGENCY	FUND FUND DET	FFY	PROGRAM PROG SUB ELE	OBJECT	AMOUNT	COST CODE
	325	440	0925	2009	515 09 00	1451		204
	INVOICE NUMBER			PROJECT CODE 90024		DESCRIPTION		
	GRANTS					LITTER PREVENTION AND RECYCLING		

**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
LITTER PREVENTION AND RECYCLING GRANTS**

COOPERATIVE PROGRAMS

Application and Contract for a Virginia Litter Prevention and Recycling Grant Between

The Localities of _____

and

The Coordinating Agency _____

and

The Virginia Department of Environmental Quality (DEQ)

Grant Period: **July 1, 2008, through June 30, 2009**

-- Due to DEQ by June 30, 2008 --

The Coordinating Agency is applying for grant funding allocated for each of the localities identified above, and agrees to use these grant funds to perform the litter prevention and recycling activities listed below: (Note: for an agency to qualify, a minimum of two items must be marked.)

Yes	No		Yes	No	
___	___	Planning & Organization	___	___	Adopt-A - Programs (List)
___	___	Recycling			_____
___	___	Youth Education			_____
___	___	Cleanups	___	___	Other (List) _____
___	___	Law Enforcement			_____
___	___	Public Communication			_____

I certify that the above information is correct and agree to the terms and conditions contained herein and in the Guidelines (DEQ-LPR-2) for this grant program. I further certify that a written agreement between the Coordinating Agency and each participating locality is on file.

Name of Organization: _____

Name of Authorized Official: _____

(Please print)

Email Address

Circle the correct title: (County Administrator, City Manager, Town Manager or Coordinating Agency's Executive Director)

Signature: _____ Date: _____

Address: _____ FIN# _____

_____ FIPS# _____

Phone: _____

INFORMATION BELOW IS FOR DEPARTMENT OF ENVIRONMENTAL QUALITY USE ONLY

Signature of DEQ Official: _____ Date: _____

**DEQ
USE
ONLY**

TRANS	AGENCY	FUND FUND DET	FFY	PROGRAM PROG SUB ELE	OBJECT	AMOUNT	COST CODE
325	440	0925	2009	515 09 00	1451		204
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GRANTS	LITTER PREVENTION AND RECYCLING
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DEQ-LPR-1B

Revised 4/2008

DEQ-LPR-2

Revised 4/2008

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

GUIDELINES FOR LITTER PREVENTION AND RECYCLING GRANTS

I. INTRODUCTION

Allocated funds are available to Virginia localities as non-competitive grants based on population and road miles, if the locality has an eligible program as identified in Section II.B and C below. Grant applications (Form DEQ-LPR-1A or DEQ-LPR-1B) must be submitted (postmarked) to DEQ **by June 30, 2008.**

The Performance and Accounting Report (Form DEQ-LPR-3) must be submitted (postmarked) to DEQ **by August 31, 2008**, in order for the locality to receive a grant.

These grants are provided by funds generated by taxes enacted under Section 58.1-1700 to 58.1-1710 of the Code of Virginia and through authority granted to the Department of Environmental Quality (DEQ) under Section 10.1-1422 of the Code of Virginia. These guidelines supersede all previous regulations and guidelines relating to these grant funds.

II. Eligibility

A. All cities, counties, and incorporated towns in Virginia are eligible if they have an eligible litter prevention and/or recycling program.

B. An eligible program must include at least two elements of a comprehensive program. The elements of a comprehensive program are: 1) Planning and Organization, 2) Recycling, 3) Youth Education, 4) Cleanups, 5) Law Enforcement, 6) Public Communication, and 7) "Adopt-A" Programs sponsored by the locality.

C. An eligible program may also include any of the non-disposal elements of waste management (Source reduction, reuse, and recycling) in the locality's approved Solid Waste Management Plan. Procurement of recycled goods may also be included.

D. All completed forms (see specific submittal deadlines in Section I) must be received (postmarked) by indicated dates by DEQ for grants to be paid.

E. Localities may apply singly or as a participant in a Cooperative Program. A Cooperative Program consists of two or more localities joining together and combining grant funds to implement one program. One application form (DEQ-LPR-1B) is submitted for the Cooperative Program by a Coordinating Agency, which may be one of the participating localities or a non-governmental agency. The Coordinating Agency submits an executed original of DEQ-LPR-1B that lists each participating locality. Also, the Coordinating Agency will be responsible for submitting the required Performance and Accounting Report on behalf of the participating localities.

F. For Cooperative Programs among units of local governments only, the Coordinating Agency shall affirm that a written Agreement with each participating locality is on file. Such Agreement shall expressly authorize the Coordinating Agency to apply on behalf of each participating locality.

G. For Cooperative Programs implemented by a non-governmental agency, the Coordinating Agency shall include, in addition to the Application, written evidence that the Coordinating Agency is acting for and accepting funds on behalf of each participating locality. This evidence shall include one of the following:

- i. copies of the Agreements that originally established the Coordinating Agency by the participating local governments;
- ii. signature by each locality's manager on the Application form itself; or,
- iii. any other applicable documentation which indicates the localities' desire for the non-governmental agency to accept funding and provide services on their behalf.

H. Applications shall be signed by individual authorized to request such funding and who is responsible for documenting its use in support of the litter prevention and recycling program efforts.

For individual locality applications, this is the County Administrator, City Manager, or Town Manager. For Coordinating Agencies that are non-governmental, the application shall be signed by the Coordinating Agency's Executive Director, and include documentation specified in II.G above.

I. Application forms must include the correct Federal Identification Number (FIN) and Federal Information Processing Standards (FIPS) numbers for the locality designated to receive the grant amount. Application forms for Cooperative Programs must include only the FIN and FIPS numbers of the Coordinating Agency. Missing or incorrect FIN and FIPS numbers on an application form may result in a delay in awarding the grant amount.

III. Funding Process

A. The grant amount will be sent directly to each locality. For localities participating in a Cooperative Program, the total grant amount will be sent directly to the Coordinating Agency designated on the application form (DEQ-LPR-1B).

B. This grant program year runs from July 1, 2008, through June 30, 2009.

C. Any unexpended funds at the end of the FY 2008 grant program year may be carried forward

to the FY 2009 grant program year, so long as this amount carried forward does not exceed 25% of the FY 2008 grant award. Unspent grant funds in excess of 25% of the FY 2008 grant award will be deducted (netted) from the FY 2009 grant.

D. Funds will not be released until a completed Performance and Accounting Report Form (DEQ-LPR-3) for the previous grant program year is submitted with an original signature by the proper authority.

IV. Authorized Uses of Funds

A. The grant shall be used for litter prevention and recycling program implementation, continuation, and/or expansion. Authorized uses of the grant funds include:

1. Salaries, wages, or other personnel costs
2. Office supplies, postage, telephone
3. Printing and program materials
4. Travel expenses
5. Locally conducted meetings, workshops, and awards
6. Audiovisual material on litter or recycling
7. Equipment such as: educational, litter receptacles, recycling, source reduction, and reuse equipment, audiovisual, safety, and the renting of such equipment
8. Award materials
9. Cleanup supplies
10. Annual dues for solid waste related associations
11. Litter collection and/or recycling collection contracts

V. Unauthorized Uses of Grant Funds

Grant funds shall not be used for the following:

- A. Meals associated with award events. Applicants are encouraged to use other sources of funds for such purposes.
- B. Purchase of mass media time or space.
- C. For any project or item not directly related to litter prevention or recycling, including (but not limited to):
 1. Beautification projects, landscaping, purchase of trees or shrubs, or lawn services.
 2. Purchase of equipment for lawn maintenance or for collection, transportation, and disposal of solid waste.

VI. General Accountability: Performance and Accounting Report

The Applicant shall keep accounting records for the grant funds. A Performance and Accounting Report Form (DEQ-LPR-3) for the previous grant program year shall be submitted (postmarked) to DEQ no later than August 31, 2008. Subsequent grants shall not be approved until the Performance and Accounting Report Form for the previous grant program year is received by DEQ. The Performance and Accounting Report must be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.

VII. Return of Grant Funds

Funds not used or accounted for in compliance with these Guidelines and the Application shall be returned by the Applicant to DEQ. A locality participating in a Cooperative Program shall be liable for its pro rata share of the total liability.

VIII. Mail completed forms to:

Virginia Department of Environmental Quality
Litter Prevention and Recycling Grants Program
P.O. Box 1105
Richmond, Virginia 23218

For information, contact:

Sheila Barnett (804) 698-4055 email: smbarnett@deq.virginia.gov

Steve Coe (804) 698-4029 email: gscoe@deq.virginia.gov

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

NON-COMPETITIVE GRANT PERFORMANCE AND ACCOUNTING REPORT
FY 2009 (JULY 1, 2008 - JUNE 30, 2009)

Due to DEQ by August 31, 2008

SECTION 1. PLANNING, ORGANIZATION, AND FUNDING

(NOTE: Quantifications in this report should apply only to activities supported by Grant Funds.)

A. Organization

1. Name of entity, which received grant funds and performed work:

Participating jurisdictions: _____

2. Program Manager

Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

B. Paid Staff and Volunteers

1. Number of Paid Staff

Full Time # _____

Part Time # _____

2. Annual hours worked by paid staff # _____

3. Total number of volunteers' hours (for all functions). # _____

C. Total Program Support

	<u>CASH</u>	<u>IN-KIND SERVICES</u>
1. DEQ Grant (FY2008)	\$ _____	
2. Carry Forward Funds (FY2007)	\$ _____	
3. Locality	\$ _____	\$ _____
4. Private Sector	\$ _____	\$ _____
5. Value of volunteer work		
# of hours _____ (item B3) x \$17.97 =	?	\$ _____
6. Other (specify _____)		
_____)	\$ _____	\$ _____
7. Sub Totals	\$ _____	\$ _____
8. Grand Total	\$ _____	

SECTION II. PUBLIC COMMUNICATIONS

A. Informational materials distributed (i.e. brochures, newsletters, coloring books, etc.)

1. Total pieces of materials distributed # _____

B. Other materials distributed (i.e. litterbags, pencils, stickers, etc.)

1. Total pieces of other materials distributed # _____

C. Media activity (i.e. press releases, event notices, PSAs, interviews, etc.) (For example, if you mailed the same press release to 3 newspapers and 2 radio stations, it counts as 1 item)

1. Total number of media items # _____

D. Public presentations (not including Youth Education-see Section III)

1. Number of group presentations / workshops # _____

2. Total attendance at presentations / workshops # _____

3. Number of staffed displays or events (i.e. county fairs, community events, etc.)

4. Total attendance at displays or events # _____

5. Number of unstaffed events and displays (i.e. bulletin board displays at a mall, a school or municipal building, etc.) # _____

6. Total attendance at staffed events (item D2 plus D4) # _____

E. Electronic Communications (# of unique hits to the litter or recycling web page)

1. Number of website "hits"

2. Number of e-mail distributions (i.e. newsletters, announcements, non-routine correspondence) (for example, a newsletter sent to 80 people by e-mail counts as 1 distribution, not 80).

SECTION III. YOUTH EDUCATION

A. Presentations/Workshops

1. Number of youth presentations/ workshops # _____

2. Total attendance at youth presentations / workshops # _____

3. Number of Youth Leader training sessions (i.e. teachers, 4-H or Scout leaders, etc.)

4. Total attendance at Youth Leader training sessions # _____

B. Environmental Clubs

1. Number of Youth Environmental (Ecology) Clubs # _____

2. Number of club members # _____

C. Other Youth Events

1. Number of other youth events (i.e. field trips, camps, games, etc.) # _____

2. Total attendees at other events # _____

SECTION IV. LITTER CLEANUPS AND RECYCLING

- A. Litter Program, Clean up Events:** (Includes neighborhood and community cleanups, waterway and open dump cleanups and all “adopt” cleanups. DO NOT include any VDOT “adopt-a-highway” cleanup data unless you organized or staffed the event.)

1. Total number of program cleanup events _____
2. Total number of volunteers for all cleanup events # _____
3. Total cubic yards of litter collected from all activities # _____

Conversion Formula: Six 30 gallon garbage bags = one cubic yard of litter
 600 pounds = one cubic yard of litter
 1 Ton = 3.3 cubic yard of litter

- B. Litter Program, Assign-a-Highway Results:** (if none, check here ____)

1. Number of probationer's assigned

2. Number of road miles cleaned

3. Total cubic yards of litter collected from the Assign-a-Highway program _____

SECTION V. PROGRAM FUNDING ALLOCATION

Please estimate the % of your grant funds used for the litter prevention program activities, and for the recycling program activities for FY 2008:

Litter Prevention Program _____ %
Recycling Program _____ %

ACCOUNTING REPORT

REPORT ONLY: Grant expenses for the July 1, 2007 to July 1, 2008 grant year.

A. STARTING GRANT FUNDS

GRANT FUNDS

- | | |
|--------------------------------|----------|
| 1. Total Grant Award (FY 2008) | \$ _____ |
| 2. Carry Forward (FY 2007) | \$ _____ |
| 3. Total grant funds | \$ _____ |

B. GRANT FUND EXPENSES

AMOUNT SPENT

- | | |
|---|----------|
| 1. Salary, wages, and other personnel costs | \$ _____ |
| 2. Administrative expenses (office supplies, postage, telephone, contracts, etc.) | \$ _____ |
| 3. Program materials | \$ _____ |
| 4. Travel | \$ _____ |
| 5. Equipment (specify) _____ | \$ _____ |
| 6. Other (specify) _____ | \$ _____ |
| 7. Total grant fund expenses
(This total cannot exceed item A3 above) | \$ _____ |

C. UNSPENT GRANT FUNDS

- | | |
|--|------------|
| 1. Total Grant Funds (item A3) | \$ _____ |
| 2. Minus - Total Grant Fund Expenses (item B7) | - \$ _____ |
| 3. Equals - Unspent Grant Funds as carry forward | = \$ _____ |
| 4. Calculate 25% of FY 2008 Grant (item A1) | = \$ _____ |
| 5. Enter Allowable Carry Forward (smaller of C3 or C4 above) | \$ _____ |

D. CERTIFICATION: I certify that the information provided in the Performance and Accounting report is accurate.

Signature of the County Administrator, City Manager, Town Manager,
locality Chief Financial Officer; or the Coordinating Agency's
Executive Officer or Chief Financial Officer

Title

Date

